

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Edward L. Sherman
Director of Finance
1212 Key Building

EXTENSION

NO.

DATE

5 May 1982

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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DDA REGISTRY

FILE: ~~33~~ 100-20

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ROUTING AND TRANSMITTAL SLIP

Date

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Harry E. Fitzwater <i>Ed/ADA</i>	<i>[Signature]</i>	22 APR 1982
2. DDA 7 D 18 <i>ADA</i>	<i>[Signature]</i>	4-22
3. <i>ADA (fyi)</i>	<i>[Signature]</i>	
4. <i>[Signature]</i>		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

STAT

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

C O N F I D E N T I A L

DD/A Registry

82-1031

21 April 1982

DD/A REGISTRY

FILE: 33

82-1031

MEMORANDUM FOR: Harry E. Fitzwater
Deputy Director for Administration

FROM:
Assistant Director for Career Management/OF

SUBJECT: Finance Career Conference

1. Attached is a copy of the Finance Career Conference Agenda for your information. Your presentation is scheduled for 4:00 - 5:00 p.m. on 12 May 1982. We would be pleased to have you stay for happy hour and dinner after your presentation if your schedule permits.

2. Further, if you intend to use any aids in your presentation, please notify my office on extension 2972 in order that we can assure that any equipment necessary is available and set up for your use.

3. Thanks for helping us. I'm sure your participation will go a long way in making our Conference a success.

Attachment
As stated

C O N F I D E N T I A L

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TOPICS FOR GROUP DISCUSSIONS

The following topics have been chosen for discussion on Thursday, 13 May 1982. Since the discussion groups will be held simultaneously, each careerist will be assigned to only one group. We hope to accomodate each employee's first preference, however topical interest will dictate which subjects are selected for discussion. Please indicate your first, second and third preference on the registration form.

A. EMPLOYEE RECRUITMENT AND CONVERSION CRITERIA

Considering our current recruitment guidelines, please review the suggested proposal for converting employees from clerical to technical and technical to professional. (Copies of the guidelines and proposal will be provided to the group.) Do you feel this is an equitable system? Please provide substantive comments to qualify your decision.

B. REVIEW OF THE COMPARATIVE EVALUATION SYSTEM

The current Comparative Evaluation System has been in use for two years, however there is always room for improvement. Provide substantive comments suggesting areas for improvement and change which will meet the needs of the Sub-group and its employees.

C. ASSIGNMENT SELECTION PROCESS

Currently, all the following factors are used in making assignments: Employees ranking on the CEL, two/three year assignment policy, needs of the career sub-group, career development, availability and experience. List in priority order the above factors and/or other pertinent criteria which you feel should be considered in selecting candidates for an assignment to a higher level position or conversely selection for a lateral assignment. Explain your selection criteria for each type of assignment.

D. PROMOTION VS. EXPERIENCE

The Career Management Office has received feedback from panels and supervisors that the promotion rate is too rapid in grade levels GS-05 to GS-11 and many employees are therefore not gaining the necessary experience they require at the higher grade levels. Do you feel this is a valid criticism? Should the Time-in Grade Guidelines at these grade levels be reviewed for change? What do you suggest as an equitable time-in-grade at these grade levels. Please be prepared to substantively discuss your recommendations.

E. CAREER GOALS AND THE CAREER MANAGEMENT OFFICER

Establishment of career goals is an employee's responsibility. Career Management is one mechanism the employee may use to reach those goals. How do you perceive the duties and responsibilities of the Career Management Officer? Do you feel there is a breakdown of communication in this process? What suggestions do you have to offer that will enhance this mechanism?

F. HEADROOM AS A PREREQUISITE FOR PROMOTION

It has been suggested that promotions should be given only to those employees who have headroom in the position they are occupying. How do you feel about this proposal? What kinds of problems do you perceive if it were implemented?

C O N F I D E N T I A L